



# Publications Bulletin

UNITED STATES ARMY PUBLISHING AGENCY, ALEXANDRIA, VA 22331-0302

00-4

Fall 2000

## Army Users to Obtain DD Forms from OSD Web Site

For the purpose of eliminating confusion and preventing duplication of electronic DD forms, the U.S. Army Publishing Agency (USAPA) and Department of Defense (DOD), Washington Headquarters Services/ Directorate for Information Operations and Reports (WHS/DIOR), formed a partnership to provide Army users with web accessible DD forms. As agreed, USAPA will remove all DD forms from the USAPA web site and will create a link to the DOD forms repository for Army users to obtain DD forms.

USAPA wants to continue to support the Army customers with form file formats originally developed by USAPA. DOD (WHS/DIOR) agreed to pass the FormFlow 1.1 files to the DOD site which enables Army customers to continue using forms developed

by USAPA. These forms will still display the USAPA version numbers at the bottom right.

DD forms will still be available on the Army Electronic Library (AEL) CD-ROM and all formats currently issued on the AEL will continue.

Since we are implementing FormFlow 99 as a web-based solution for electronic forms for Army users, DD forms in the FormFlow 99 format will be placed on the DOD web site as they become available. This will give all DOD users and the public access to FormFlow 1.1 and FormFlow 99 versions of DD forms.

In the 1<sup>st</sup> quarter FY 01, USAPA will create a link on our web page to the DOD forms repository for Army users to obtain DD forms. To go directly to the DOD web site for DD forms, their web address is: <http://web1.whs.osd.mil/ICDHOME/NICDHOME.HTM>.

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This is the last *Publications Bulletin* in this form. In the future, official publishing information will be posted to our web site (<http://www.usapa.army.mil>). This will enable us to provide you with official announcements as they happen. Look for *Bulletins* on the USAPA Home Page.

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## In This Issue...

Army Users to Obtain DD Forms from OSD Web Site .....	1
Director's Corner .....	2
AR 25-400-2, The Modern Army Recordkeeping System (MARKS) .....	2
Order Processing/Customer Service at the USAPA Distribution Operations Facility .....	2
Publications Account DD Form 12-R Update and Validation .....	3
Correct Way to Number Forms .....	4
Valuable, Time-Saving Link Now Available to SB 8-75 Series .....	4

Government Bills of Lading .....	5
"Don't Ask, Don't Tell," The U.S. Army's Homosexual Conduct Policy .....	6
Hard Copy Reproduction of TB 55-46-1 (Standard Characteristics for Transportability of Military Vehicles and Other Outsize/Overweight Equipment) .....	6
MISC PUB 25-10, Freedom of Information Act Guide and Privacy Act Overview .....	7
Where Are They Now? .....	7
ETMs Available Through Resupply .....	8
USAPA Phone Contacts .....	11

## Director's Corner

About 170 Army publishing professionals recently attended our Workshop 2000 in Alexandria. They received hands-on training associated with their jobs as publications managers, forms managers, editors, writers, and account managers. The workshops gave us a chance to do a lot of one-on-one with our customers. The feedback was very positive. We'll do it again.

We must be doing something right – our efforts in electronic publishing (namely the Army Electronic Library and our web site)

recently earned us an E-Gov Trail Blazer Award. We aren't resting on our laurels, either. We are making some great strides with an XML (extensible markup language) prototype publication that will facilitate hyperlinking with other documents. More on that later.

Please take a few minutes to read the articles in this e-newsletter and share the news with your co-workers. And don't forget to give us some feedback. We really do listen.

EMIL S. NAZZARO  
Director

## AR 25-400-2, The Modern Army Recordkeeping System (MARKS)

The forthcoming revision to AR 25-400-2 will rescind Appendix B, Records Disposition Standards and direct users to the U.S. Army Records Management and Declassification Agency (RMDA) web site for official retention and disposition information regarding Army records. Hot links will be embedded into the text of the AR, allowing users direct access to the RMDA web site. Records retention and disposition information also will be incorporated on USAPA's quarterly CD-ROM, the Army Electronic Library, for use by those units and activities not having Internet access.

The retention length of Army records periodically changes according to the needs of the Army functional programs, Army requirements, and interest from the public sector. The move to web-based records retention schedules provides a more timely

dissemination of changes to Army records retention periods after approval by the Archivist of the United States.

The U.S. Army Records Management and Declassification Agency's point of contact for this article is Mr. Eric Tolbert at DSN 656-3390 or commercial (703) 806-3390.

## Order Processing/Customer Service at the USAPA Distribution Operations Facility

Orders are now picked, packed, and shipped within 1 to 3 days of receipt at the Distribution Operations Facility. For that reason, the need for emergency requests has virtually been eliminated. Special requirements for upcoming classes, inspections, fieldings, and so forth should be considered as normal requirements and orders submitted as usual. However, some special requirements may justify an

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emergency request. These orders can be submitted as regular requests, then prioritized by calling our customer service representatives the day your order is placed. These orders will then be shipped by United Parcel Service's 3-day delivery service. To process orders expeditiously, we ask that requisitions be submitted over the Internet via the U. S. Army Publishing Agency Homepage ([www.usapa.army.mil](http://www.usapa.army.mil)).

Prior to the implementation of the web page, the paper request form (DA Form 4569) was the normal method to order publications and forms. The paper request form, like many early processes, has become outdated. The Telephone Ordering System (TOS) was used for emergency requisitions. The TOS relies on human intervention to process requests whereas requisitions submitted via the Internet are received, processed, and electronically passed to the Distribution Operation Facility daily. Another advantage to using the Internet ordering process is knowing the status of each item ordered within 24 hours of submission. TOS users are notified by a paper printout mailed to their account address. The advantages of placing orders over the Internet cannot be over emphasized. We realize not all account holders have Internet access, but we are certain those who do will find it user friendly and a great way of ordering.

To assist all our account holders, the Distribution Operations Facility has expanded and improved Customer Service. We have instituted several automated processes to better assist customers in determining the availability of items, order status, and account and subscription information. Please call one of our representatives at DSN 693-7305, Ext 268, 266 or 264; or commercial (314) 263-7305, Ext 268, 266 or 264. We will be happy to assist you.

## **Publications Account DA Form 12-R Update and Validation**

The most essential elements of customer satisfaction are ensuring your order is processed as quickly as possible and that it is shipped to you at the proper address. This can only be accomplished if all information provided on the DA Form 12-R, *Request for Establishment of a Publications Account*, is correct, current, and accurate. It is the responsibility of the account holder to ensure updates or validations are made to the DA Form 12-R to include:

- A yearly account update/validation, (unless changes were made within the year), to include blocks 1 through 9 on the DA Form 12-R which are pertinent to the processing of orders. The DA Form 12-R does not require processing through all signature blocks for updates and validations, but internal policies may require signatures.
- A yearly validation of account address information. This can be verified by reviewing the last DA Form 12-R submitted or by calling the Distribution Operations Facility (DOF) Single Standard Account File (SSAF) POC. Information required for the validation is included in Blocks 1 through 9. This validation can then be faxed to the DOF.
- A change of address. This should be submitted as soon as possible to the DOF by completing Blocks 1, 2, 3, 4, 9, and 12 on the DA Form 12-R to ensure proper delivery and eliminate returns.

**IMPORTANT:** Due to closure of some Army Installation Publication Control Offices (PCOs), blank form authorization will be

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looked at on a case by case basis. To obtain accountable forms, your authorization classification level must be at least Confidential.

Addresses should only consist of 4 lines to be constructed as follows:

- The 1st line should be addressee.
- The 2<sup>nd</sup> line should consist of the ATTN line or office symbol.
- The 3<sup>rd</sup> line or 2<sup>nd</sup> to the last line must include a delivery address such as a street or building number (as on a military installation).
- The 4<sup>th</sup> line should include the city, state, and 9-digit zip code.

P. O. boxes should not be used, but may be used *with approval* from the SSAF POC if there is no optional point of delivery. The address must include a delivery address such as a building. The 2<sup>nd</sup> line of the address would consist of the P.O. Box number and the 3<sup>rd</sup> line the delivery address.

National Guard Units cannot upgrade their accounts without the National Guard Bureau approval and can only obtain their blank forms from their State PCO.

Validations, address changes, or questions concerning the completion of the DA Form 12-R can be directed to Customer Service at the following:

**Telephone:** Commercial (314) 263-7305, extension 264, 266 or 268 *or* DSN 693-7305, extension 264, 266 or 268. **Fax:** Commercial (314) 263-6558 *or* DSN 693-6558

## Correct Way to Number Forms

During the July 2000 PCO/FMO Workshop,

we were frequently asked about the correct way to number forms. Also, many participants were unaware of where to find the proper guidance for forms management operations.

DA Pam 25-31 (Forms Management, Analysis, and Design), paragraph 1-10, covers the procedure for numbering forms. All DA, agency, command, and local forms must be numbered, regardless of the method of reproduction. These forms must be numbered "consecutively." Even forms for temporary, test, or one-time use must be numbered. DA Pam 25-31, paragraph 1-18, provides guidance and an example of how to number these types of forms.

The point of contact for this article is Mr. Garrie Barnes, at DSN 221-0519, or commercial 703-428-0519.

## Valuable, Time-Saving Link Now Available to SB 8-75 Series

In support of the Secretary of the Army's "Less Paper" Policy, USAPA has established a link to access recent issues of the Army SB 8-75 Series. Links are available from the USAPA web site (<http://www.usapa.army.mil/>) and from the USAMMA web site (<http://www.armymedicine.army.mil/usamma>). This affords you these important benefits:

- Reduction in paper. No longer receiving a multitude of hard copies means less paper. You'll have access to the web and will be able to make distribution from the downloadable, electronic file.
- Real time availability. No longer do you have to await the arrival of your hard copy publication distributed by "snail mail." You just log onto USAPA or USAMMA web site

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and “jump” to the publications.  
If you wish to receive the SB 8-75 Series by hardcopy, distribution is by initial distribution through your publications officer. Otherwise, use either the USAPA or USAMMA web sites to access the SB 8-75 Series publication.

Access through the USAPA web site  
To access the web-enabled recent issues (December 1999 through present), follow these steps:

**Step Action**

- 1 Navigate to the USAPA web site:  
<http://www.usapa.army.mil>
- 2 At the bottom of the opening web page, click “Official Publications Sites.”

Results: **Official Army Publications Sites** page

- 3 In the paragraph entitled: *Army Medial Publications (except administrative) (TMs, FMs, and SB 8-75-Series Publications)*, click “SB 8-75-”

Results: Direct link to the USAMMA **SB 8-75 Series** page.

Access through the USAMMA web site  
To access the web-enabled recent issues (December 1999 through present), follow these steps:

**Step Action**

- 1 Navigate to the USAMMA web site:  
<http://www.armymedicine.army.mil/usamma>
- 2 Click, “Current Publications”

Results: “Current Publications” page

- 3 Click “SB 8-75-” Series Publications  
Results: “Direct link to the USAMMA **SB 8-75 Series** page

**SB 8-75 Series**

This Publications page allows you to:

- Read online versions of the desired

publication (first column), or

- Download it and save it to your local or network drive.

**Reading the SB 8-75 Series Publication Online**

Locate the desired SB 8-75 Series issue in the *left* column to:

- Quickly look up an article of information contained in a specific SB 8-75 issue, or
- Print just the information you need.

**Downloading the SB 8-75 Series Publication**

Locate the desired SB 8-75 Series issue in the *right* column to:

- Obtain an electronic copy for your archives, or
- Print and distribute the SB 8-75 Series issue in its entirety.

The U.S. Army Medical Materiel Agency's point of contact for this article is Ms. Pat Mullican at DSN 343-4313, commercial (301) 619-4313, or e-mail [Pat.Mullican@amedd.army.mil](mailto:Pat.Mullican@amedd.army.mil).

## Government Bills of Lading

In 1996, the U. S. Army was designated the single Department of Defense (DOD) activity authorized to stock and distribute hard copy Government Bills of Lading (GBLs). The USAPA was designated the Army agency for controlling numbered GBLs, which includes accounting for each numbered GBL. Procedures require customers to establish a special GBL “Y” account before an order can be processed to ensure only authorized activities are able to requisition GBLs. Orders placed using any account other than the assigned GBL account are rejected with a D8 status code to the customer (account not authorized to request GBLs). Requests to establish an account must be submitted to

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the Distribution Operations Facility using a *Request for Establishment of a Publications Account*, DA Form 12-R. The DA Form 12-R **MUST** include the GBLOC in block 7b. Questions, validations, or address changes concerning the completion of the DA Form 12-R can be directed to Customer Service. Please call one of our representatives at DSN 693-7305, Ext 268, 266, or 264; or Commercial (314) 263-7305, Ext 268, 266 or 264 by Fax at DSN 693-6558; Commercial (314) 263-6558.

*A Military Interdepartmental Purchase Request (MIPR)*, DD Form 448, must be completed at the headquarters level for each Service at the beginning of the Fiscal Year (FY). Funds must be available before an order can be processed. Established account holders should verify that a MIPR has been processed at USAPA for their Service or agency prior to submitting an order. Additionally, remaining funds are returned to the Service provider at the end of each FY. Customers should process orders prior to year end cut-off of current FY funds (mid-September) and ensure sufficient quantities are ordered to support requirements until additional funding is received (1<sup>st</sup> Quarter of next FY). Orders will be rejected "GF" status if funds are not available.

Questions pertaining to fund availability can be directed to the USAPA point of contact, Ms. Donna Harding at DSN 693-7305, ext. 215 or commercial (314) 263-7305, ext. 215.

## **"Don't Ask, Don't Tell," The U.S. Army's Homosexual Conduct Policy**

Copies of this tri-fold brochure are now available for requisitioning through normal publications resupply channels. The

requisitioning nomenclature is "Misc Pub 600-4," the publications identification number (PIN) is "078221-000," and the unit of issue (UI) is "PK50."

Resupply requisitions must be transmitted electronically, using the U.S. Army Publishing Agency's Internet site at <http://www.usapa.army.mil>.

## **Hard Copy Reproduction of TB 55-46-1 (Standard Characteristics for Transportability of Military Vehicles and Other Outsize/Overweight Equipment)**

The Military Traffic Management Command's Transportation Engineering Agency (MTMCTEA) intends to replace the hard copy version of this technical bulletin with a digital version that will be available on compact disk (CD) or downloadable over the web. **The last time this publication will be produced and distributed in hard copy format will be the January 2001 edition.** The new digital version will include not only outsize and overweight equipment; but, **all** end-items of equipment along with over 1,800 equipment images. In addition to the images, the new digital version of this longstanding technical bulletin will include data search capabilities and the ability to print only those sections of the TB that are relevant to the individual user's needs.

Cost avoidance and providing users with the means to acquire the **latest** changes to equipment characteristics are the drivers behind MTMCTEA's initiative to eliminate the traditional hard copy of this technical bulletin. The present means of distributing equipment

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characteristics data (annual hard copy TB) results in the use of progressively “aged” data until the next hard copy is produced.

MTMCTEA is currently working towards enabling users with the ability to download the **latest** equipment characteristics data whenever they choose to. These data “updates” will work hand-in-hand with the text and search tools that will be available on CD or downloadable via the web.

This initiative compliments USTRANSCOM sponsored efforts to more efficiently distribute transportation related data to the Joint Planning and Execution Community.

Your requirements for the CD version of TB 55-46-1 should be made through normal publication distribution channels using DA Form 12-99-R (Initial Distribution (ID) Requirement for Publications (LRA) citing IDN 344598. Questions regarding ordering or distribution can be addressed by: USAPA, Distribution Operations Facility, Customer Service Representative: DSN 693-7305, ext. 268/266, or commercial (314) 263-7305, ext. 268/266, or e-mail: [usapa-dof.custser@arpstl-pub1-emh1.army.mil](mailto:usapa-dof.custser@arpstl-pub1-emh1.army.mil).

More information on MTMCTEA’s efforts in this area can be found at their website (<http://140.153.122.11/pubs/data.htm>) in the near future. Comments, concerns, and suggestions regarding MTMCTEA’s intention to discontinue the hard copy version of TB 55-46-1 can be forwarded to [TB55@tea-emh1.army.mil](mailto:TB55@tea-emh1.army.mil).

## **MISC PUB 25-10, Freedom of Information Act Guide and Privacy Act Overview**

The revised edition of “Misc Pub 25-10” is now available for requisitioning through your normal resupply channels. For requisitioning

purposes, the unit of issue (UI) is “EA” and the publications identification number (PIN) is “073899-000.”

Resupply requisitions must be transmitted electronically, using the U.S. Army Publishing Agency’s Internet site at <http://www.usapa.army.mil>.

## **Where Are They Now?**

USAPA receives a never-ending flow of Army regulations and publications for revision. Some of these publications have not been revised for several years. The older publications refer to organizations and agencies that no longer exist. Locating the current name and address for some of these agencies is a very time-consuming process.

Over the last several years, many organizations and agencies have been impacted by base realignment and closure (BRAC). It is difficult to keep up with the continual changes. Organizations and agencies have been established, disestablished, activated, deactivated, reorganized, realigned, renamed, or relocated. Are you one of these organizations or agencies? If so, please let us know who you were then and who you are now? Also, please cross-reference old and new office symbols, commercial telephone numbers, and DSN numbers. A compiled listing will be posted in the Winter 2001 Publications Bulletin.

The USAPA point of contact for this article is Carol Cantor at DSN 328-0587, commercial (703) 428-0587, or [carol.cantor@usapa.army.mil](mailto:carol.cantor@usapa.army.mil).

## ETMs Available Through Resupply

Here is the latest list of ETMs that have been produced by the U.S. AMC Logistics Support Activity. All of the products listed below are now available for requisitioning through normal resupply channels. So that you receive future revisions, we're providing the initial distribution number (IDN) for each product. Please submit your DA 12-Series subscription requirements now. Just cite the IDN and the quantity you require.

Nomenclature	Title	IDN
EM 0030	High Mobility Multipurpose Wheeled Vehicle (HMMWV)	381028
EM 0033	Smoke Generator and Smoke Grenade Launcher	401104
EM 0035	Armored Combat Earthmovers (ACE)	372450
EM 0036	Tracked Recovery Vehicle, M578, M88A1	372471
EM 0037	Truck, Multifuel, 2 1/2-Ton, M35, M36	381031
EM 0038	Heavy Equipment, Expanded, Tactical Mobility Truck (HEMTT)	381032
EM 0039	Truck, 5-Ton Series, Cargo, Dump, Tractor	381030
EM 0040	Carrier, Personnel M113	372454
EM 0041	Howitzers	372453
EM 0042	Heavy Equipment Transporter (HET)	381033
EM 0043	INF/CAV Fighting Vehicle, M2/M3	372455
EM 0044	Armored Vehicle Launcher Bridge (AVLB)-M60, M48A5	372457
EM 0045	CBR Material-Masks, Decontamination, Alarms	280821
EM 0046	Cleaners, Steam	

Nomenclature	Title	IDN
EM 0047	Pressure Stringer Missile-Ground/Air	256470
EM 0048	Truck, Tractor, 14-20-Ton, M915, M916, M920	323440
EM 0049	Trailer-Cargo, Semi, Utility, Tank	381060
EM 0051	Helicopter, Blackhawk EH-60A	391024
EM 0052	Truck, Cargo, Palletized Load System (PLS)	313900
EM 0053	Helicopter Armament System	381029
EM 0055	Forklift and Material Handling Equipment	313660
EM 0056	Helicopter, COBRA AH-1F	256435
EM 0057	Helicopter, (IROQUOIS) (Huey) UH-1H	313662
EM 0058	Helicopter, KIOWA Warrior OH-58D	313661
EM 0059	Telephone Sets, Switching Equipment	313666
EM 0060	Helicopter, KIOWA OH-58C	360184
EM 0061	Helicopter, APACHE AH-64	313665
EM 0062	Multiple Launch Rocket System (MLRS), M270	313664
EM 0063	CEV, M728	323438
EM 0064	TOW-Ground, Air and Vehicle Systems	372452
EM 0065	Mortar, Small Arms, Mount	323439
EM 0067	Hellfire Missile System	401103
EM 0068	Test Equipment-General	323480
EM 0069	Abrams Main Battle Tank (M1A1)	344614
EM 0070	Utility Vehicles (CUCV)	372451
EM 0071	Radio Ground, SINGCARS	381055
EM 0072	Tool and shop set-Tank/Automotive	360183
EM 0075	Mobile Subscriber Equipment (MSE)	212082
EM 0077	Water Purification,	360181



<b>Nomenclature</b>	<b>Title</b>	<b>IDN</b>	<b>Nomenclature</b>	<b>Title</b>	<b>IDN</b>
EM 0079	Supply Radio Equipment— Tactical and Strategic Communications	256437 360480	EM 0120	(Dozers) Field Artillery Ammunition Support Vehicle (FAASV)	256475 372482
EM 0080	Radio Teletype and Related Equipment	360182	EM 0122	Family of Medium Tactical Vehicles (FMTV)	381071
EM 0083	Chinook, CH-47D	313713	EM 0124	M1A2 ABRAMS	372483
EM 0084	Binoculars, Periscopes and Telescopes	410453	EM 0125	HOWITZERS, Towed	401120
EM 0086	General Sets and Related Power Equipment	256436	EM 0127	Laundry, Bath, Vector and Hygiene Equipment	256479
EM 0087	Petroleum Tanks, Pumps and Related Equipment	256438	EM 0128	Common, Electronic Equipment	360622
EM 0093	Mines, Mine Clearing and Replacement Equipment	401114	EM 0129	Diving & Related Equipment	256481
EM 0094	Meteorological Equipment	256460	EM 0130	Railway & Support Equipment	256482
EM 0099	Boresighting Equipment	410450	EM 0131	Clothing and Individual Equipment	256483
EM 0101	Dragon Missile System and Related Equipment	323477	EM 0132	Air Drop and Delivery Equipment	256490
EM 0107	NBC Vehicle, FOX, M93A1	280832	EM 0133	Patriot Missile System, Support Equipment	323489
EM 0109	Crane, Wheeled and Tracked	256463	EM 0134	Anticounter Intrusion Devices	360660
EM 0110	Excavating/Construction Equipment	256466	EM 0136	Bridges, Floating/Fixed, Assault and Related Equipment	256489
EM 0111	Integrated Family of Test Equipment	344649	EM 0137	Firefighting and Support Equipment	410457
EM 0112	Small Unit Support Vehicle (SUSV)	381068	EM 0138	Machine Shop Equipment	256491
EM 0113	Joint Stars (JSTARS)	360580	EM 0140	Radio Sets, AM	360667
EM 0114	NAVSTAR Global Positioning System (GPS)	360508	EM 0141	Field Artillery Data System	401126
EM 0115	Scrapers, Graders and Scoop Loaders	256465	EM 0142	Training Devices, Simulators and Targets	401129
EM 0116	All Source Analysis System (ASAS)	344659	EM 0143	Air Defense Systems and Related Equipment	323493
EM 0117	Howitzer, Heavy, Self-Propelled, 8 Inch	372481	EM 0144	Installation Kits, SINCGARS	360704
EM 0118	Aircraft, Fixed-Wing, C-12 Series	313739	EM 0148	Heaters/Air Conditioners and Support Equipment	256497
EM 0119	Tractor, Full-Track		EM 0149	Audio Visual and	

<b>Nomenclature</b>	<b>Title</b>	<b>IDN</b>	<b>Nomenclature</b>	<b>Title</b>	<b>IDN</b>
EM 0150	Pictorial Equipment Compressors and Support Equipment	344665 256498	EM 0168	(TACFIRE) Installation Kits, Electronic Equipment & Radio Sets	360801 212095
EM 0151	Coordination and Control – Avionics	360761	EM 0169	Satellite Communications Equipment	360802
EM 0152	Digital Transmission Assemblages, AN/TRC	360745	EM 0170	Electronic Warfare & Intelligence Equipment	431057
EM 0153	Shelters, Tents, Milvans and Camouflage Equipment	256499	EM 0171	Aviation Electronic Shops & Related Equipment	212096
EM 0154	Ground Photo System Process and Interpretation	344666	EM 0173	Radio Equipment – Avionics	360804
EM 0155	Assault Vehicle- Sheridan M551	372488	EM 0174	Food Service Equipment	344676
EM 0156	Port Support/Watercraft Equipment	256501	EM 0176	Ammunition Surveillance Test & Procedures	256504
EM 0157	Decontaminating Equipment	280836	EM 0178	General Publications	344687
EM 0158	Power Supplies, Light Sets and Battery Chargers	256500	EM 0179	Multiple Integrated Laser Equipment Management System	313788
EM 0159	Radar Set, Firefinder, AN/TPO-36/37	360800	EM 0180	Warranties	344684
EM 0160	Recovery Vehicle, M88A2 (Hercules)	372496	EM 0181	Test Equipment – Aviation & Avionics	313786
EM 0161	Antennas, Masts & Related Equipment	361417	EM 0188	Helicopter MH-47 Series	313838
EM 0162	Demolition, Munitions & Related Equipment	401119	EM 0194	Electronic Equipment Test Facility, AH-64 Helicopter	313888
EM 0163	Stano, Navigation, Laser, IR, Battlefield Illumination System	360786	All subscription updates and resupply requisitions must be transmitted electronically to the U.S. Army Publishing Agency's host system on the World Wide Web (WWW) at <a href="http://www.usapa.army.mil">http://www.usapa.army.mil</a> .		
EM 0164	Computer Equipment – Tactical & General	360791			
EM 0165	Topographical, Survey & Drafting Equipment	256502	The USAPA point of contact is Ms. Rosita Effinger at DSN 328-0542 or commercial (703) 428-0542.		
EM 0167	TACTICAL Fire Direction System				

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## USAPA Phone Contacts

2461 Eisenhower Ave., Alexandria, VA 22331-0302.  
Commercial (703)/DSN 221 (325) or 328 (428)  
exchange.

### OFFICE OF THE DIRECTOR

Director	Mr. Nazzaro	325-6800
Executive Officer	Ms. Harman	325-6800

### PUBLISHING DIVISION

Chief	Mr. Czekner	325-6291
Electronic Technology Branch	Mr. Wehrly	325-6218
Forms Publishing Branch	Ms. Lacy	325-6297
Centralized Publishing Branch	Ms. Hale	428-0602
Decentralized Publishing Branch	Mr. Jeffries	325-6228

### INFORMATION MANAGEMENT DIVISION

Chief	Mr. Josey	325-4289
Systems Planning and Integration Branch	Vacant	
Office Automation/LAN Branch	Ms. Lehnert	325-7377

### DISTRIBUTION OPERATIONS FACILITY

ATTN: JDHQSVPAS  
1655 Woodson Rd.  
St. Louis, MO 63114-6128  
Facility Manager, Mr. Keen  
DSN 693-7300 or commercial (314) 263-7300  
Deputy Facility Manager, Ms. Mamelian  
DSN 693-7301 or commercial (314) 263-7301  
Operations Branch, Mr. Herpers  
DSN 693-7302 or commercial (314) 263-7302  
Material & Electronic  
Distribution Branch, Mr. Knox  
DSN 693-7305, ext. 300 or commercial  
(314) 263-7305, ext. 300  
Customer service representative:  
Monday through Friday 0730 - 1600 hours  
DSN 693-7305 ext. 268/266 or  
commercial (314) 263-7305 ext. 268/266  
E-mail:  
usapa-dof.custser@arpstl-pub1-emh1.army.mil

### PLANS, ANALYSIS, AND RESOURCES DIVISION

Chief	Ms. Costa	325-6242
Budget and Administrative Support Branch	Ms. Hardy	325-6244
Plans and Analysis Branch	Ms. Martinez	325-0248

#### Electronic publications

epubs@usapa.army.mil

#### Electronic forms

eforms@usapa.army.mil

#### STARPUBS DDN Interface System (SDIS)

Available on the *Army Electronic Library*  
(EM 0001): E-mail requisitions to  
usapa@pubs.army.mil

#### World Wide Web (WWW)

<http://www.usapa.army.mil>

#### Telephone Ordering Publications System (TOPS)

DSN 221-9224 or commercial (703) 325-9224

## Let Us Know

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to publications account holders and is  
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